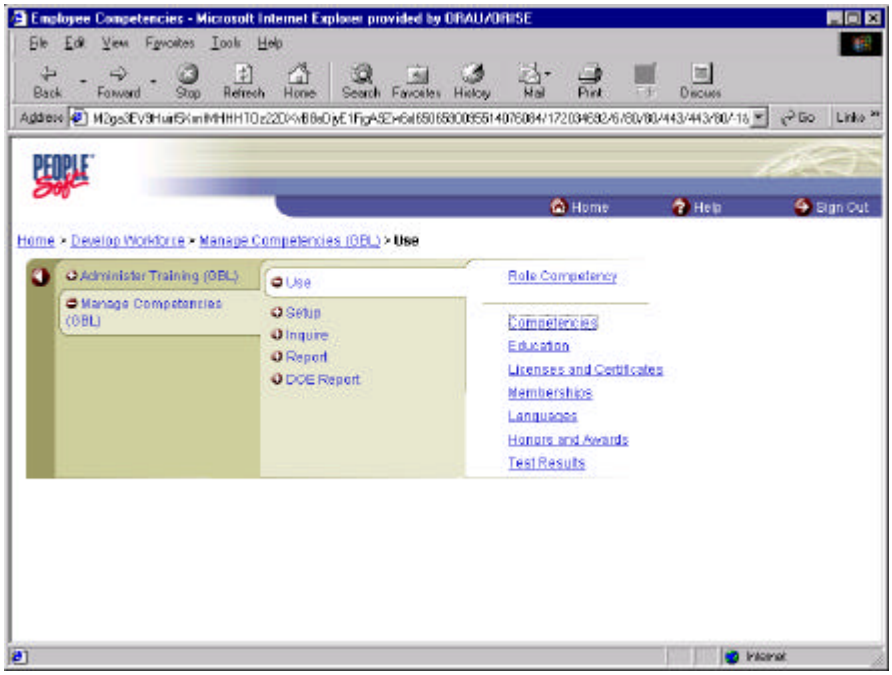
Final Verification of Competency Completion

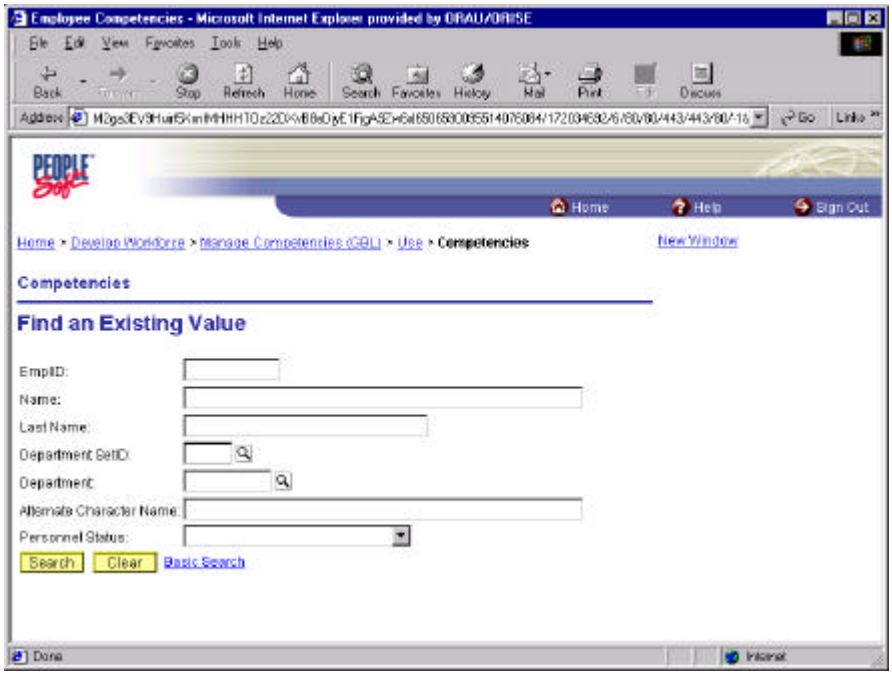
When an individual completes **all** required competencies the TQP record must be updated and verified on the "Competency Evaluation" screen.

To update and verify competency completion:

1. At the "Home" screen, click on "Develop Workforce."
2. Click on "Manage Competencies (GBL)."
3. Click on "Use."
4. Click on "Competencies."

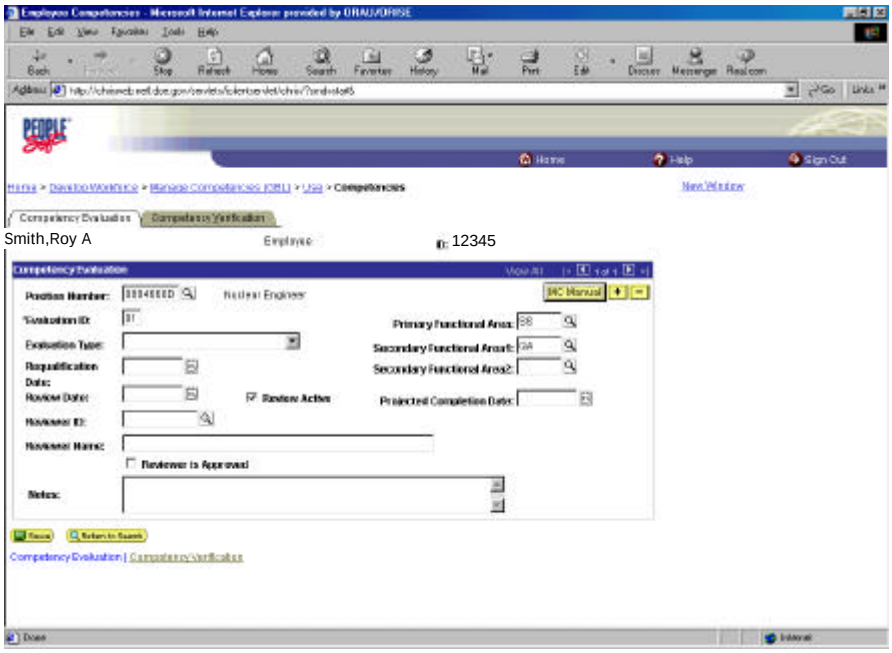


The "Find an Existing Value" screen is displayed.



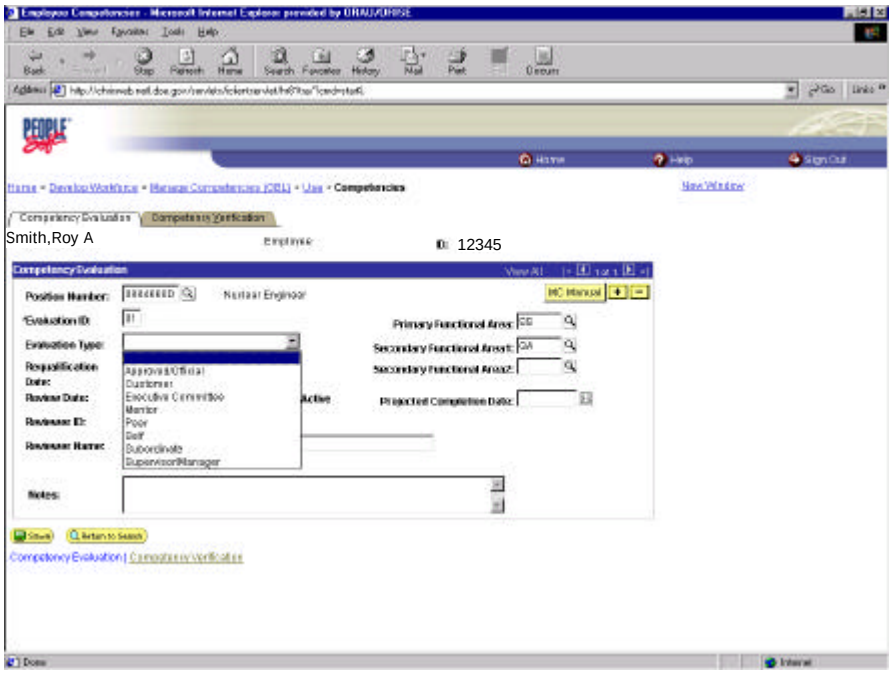
5. Enter the employee's last name in the "LastName" field and click on "Search."

The "Competencies" screen is displayed.



6. Click on the down arrow to the right of the "Evaluation ID" field.

   A list of evaluation types is displayed.



7. Select the appropriate type.

   Note: "Evaluation Type" will always be "Supervisor" for TQP, except under unusual circumstances.

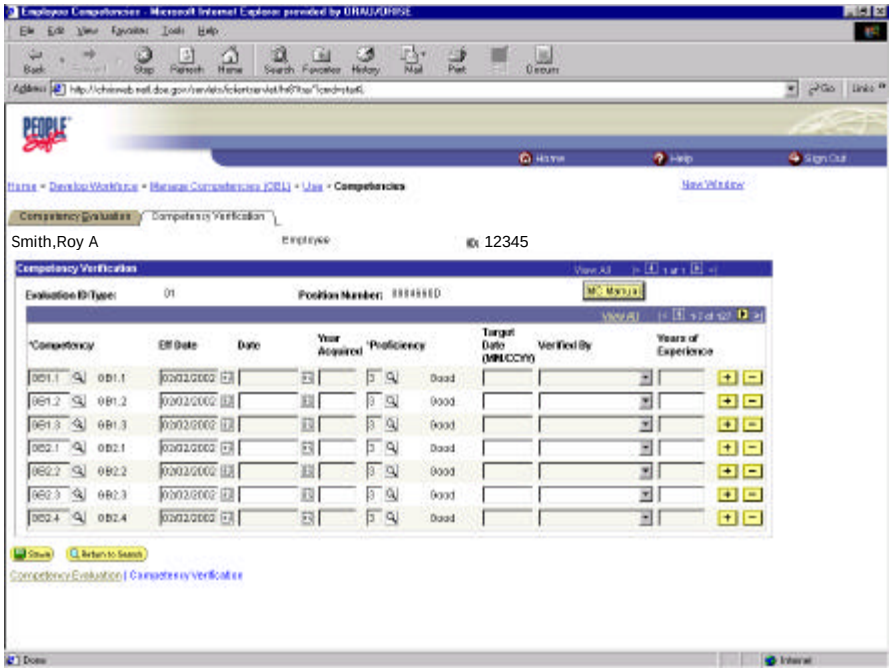
8. Enter the review date.

9. Click on the magnifying glass in the "Reviewer ID" field to select the "Reviewer."

10. Click on the "Save" button.

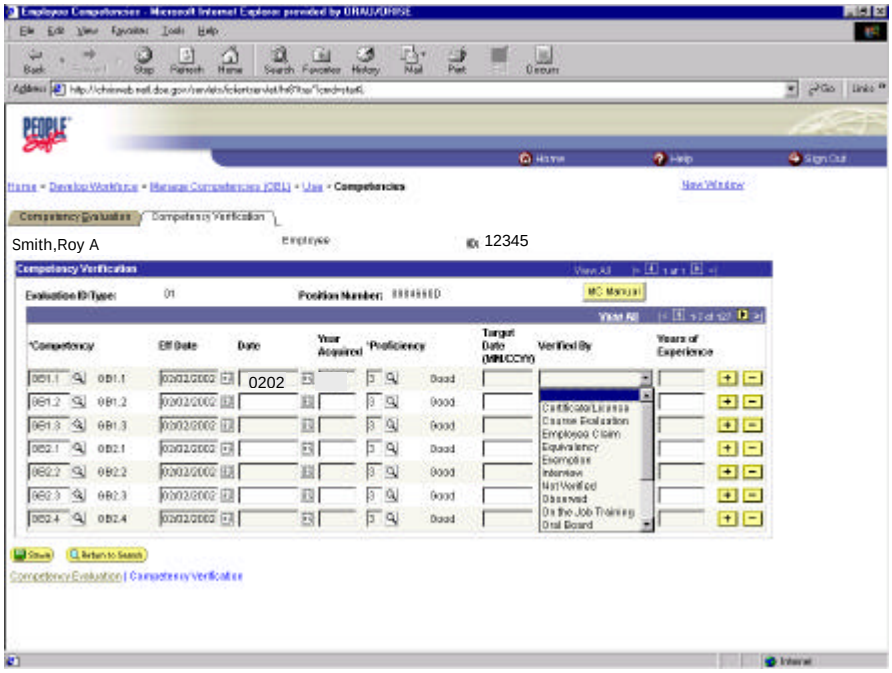
11. Click on the "Competency Verification" tab to show completion of individual competencies.

The "Competency Verification" screen is displayed.



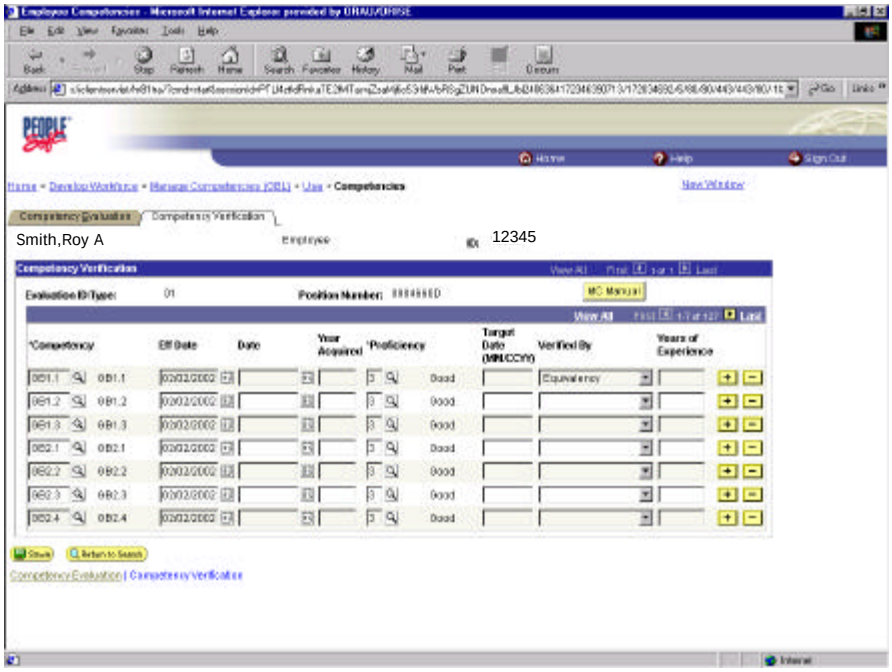
12. Enter the date completed in the "Date" field.

13. Click on the down arrow to the right of the "Verified By" field.



14. Select the appropriate verification.

The selected verification appears in the "Verified" field.



15. Follow steps 6-14 for each competency.

16. Click on "Save" when all verification information has been entered.

Note: TQP administrators should issue a certificate of completion when all requirements have been met.

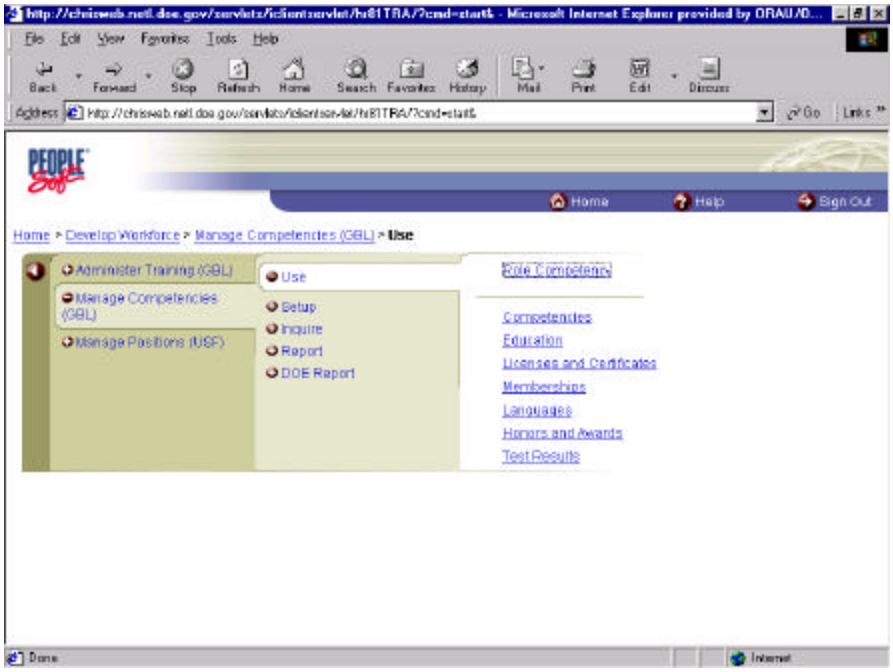
It may be necessary to correct errors in a specific position competency profile which are not based on assignment of new competencies to the position. To correct an error:

1. At the "Home" screen, click on "Develop Workforce."

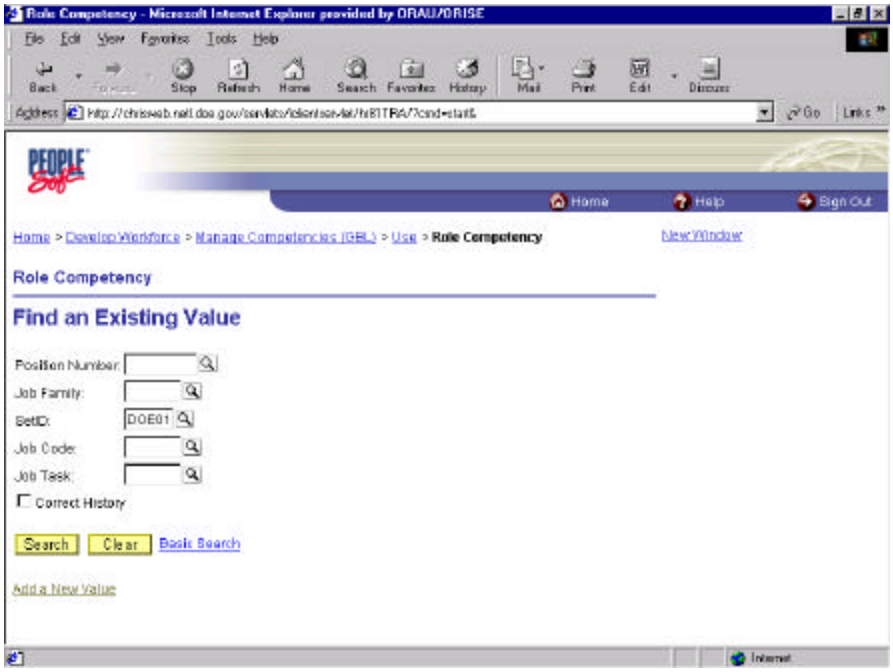
2. Click on "Manage Competencies (GBL)."

3. Click on "Use."

4. Click on "Role Competency."

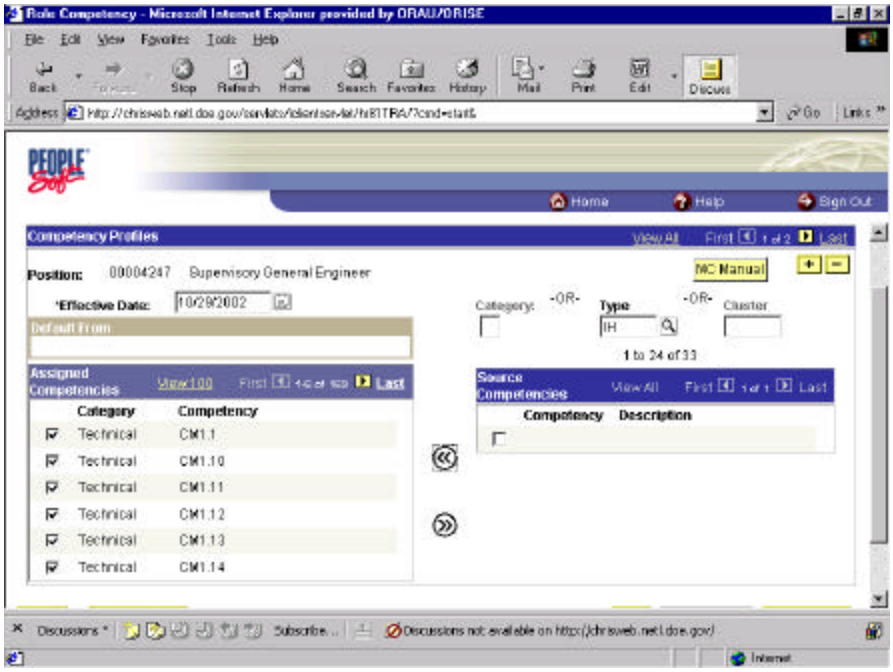


The “Find an Existing Value” screen is displayed.



5. Enter the position number in the “Position Number” field and click on “Search.”

The “ Assign Competencies” screen is displayed.



6. Click the arrows on the tool bar until the desired profile is displayed.

   Note: Do NOT change the effective date.

7. Click on the "Correct History" button at the bottom of the screen.

8. Uncheck the competencies to be **retained** in the "Assigned Competencies" section to delete competencies from a position.

9. Click on the "Competency Remove" button. (The double arrow button in the middle of the screen that points to the right.)

10. Click on "Save."

    Note: To assign competencies to a position, see page 24.